



Organization: Cambridge Arts Council  
344 Broadway  
Cambridge, MA 02139

Contact: Jane Beal, Director of Community Arts  
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Title: Cambridge River Festival Project Coordinator

Description: The Cambridge Arts Council (CAC) views the internship program to be a growth opportunity for both the intern and the agency. The CAC Community Arts staff will work with the intern to identify a project based on his/her strengths and ambitions. The Intern will work with community collaborators that include city agencies, local businesses and community organizations. The intern will work under the supervision of the Director for the Community Arts and Community Arts Administrator.

This is an unpaid internship position; part-time –minimum 20 hours per week.

Internship responsibilities include:

- Assist in various tasks related to the Cambridge River Festival (CRF)
- Assist in designing and implementing projects related to CRF. (Past examples include Art Up Front (recruiting local artists to show their work in Cambridge businesses) and the Sculpture Race)
- Create project descriptions and recruit artist, business and community participants
- Assist with development of project related materials such as applications, programs, and signage
- Oversee production of projects day of event
- Coordinate program evaluations and audience profiles related to CRF

Requirements:

- Arts background and office experience preferred;
- Excellent organizational skills;
- Strong written and verbal communication skills;
- Familiarity with Windows Operating Systems;
- Ability to work independently;
- Creativity & sense of humor;
- Commitment to continue internship until mid-June 2007.

More information: [www.cambridgeartscouncil.org](http://www.cambridgeartscouncil.org)

To Apply: Submit a letter of interest and a resume.